

EAA CARO NO

22 September 1982

MEMORANDUM

From: EAA Store Manager  
To: Chief, Benefits and Services Division  
Thru: Deputy Chief, BSD

Subj: Stolen and damaged merchandise

1. The following items were stolen from the EAA Store:

1 Parker Roller Ball Pen costing	\$3.37
1 Timex alarm clock	9.99
1 Picture frame	4.17

2. The following merchandise was damaged or broken by the customers and cannot be sold or returned:

5 Pen bracelets costing	.43 each
1 Pencil sharpener	.80
1 Picture frame	4.54
1 Picture frame	7.63

3. The following item was removed from Store stock and used in the Store:

1 Tube Crazy Glue costing	.84.
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4. Request permission to write-off merchandise from purchases and charge to appropriate accounts.

[Redacted Signature]

APPROVED:

[Redacted Signature]

President  
Employee Activity Association  
DISAPPROVED:

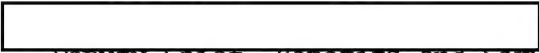
STAT

STAT  
STAT

27 September 1982

MEMORANDUM FOR: Office of General Counsel  
Office of Inspector General  
Director of Security

STAT  
FROM:

  
Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

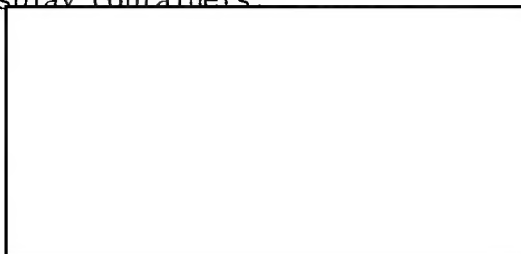
The Manager of the Employee Activity Association Store has reported the apparent theft of several items from the Store. The items are:

	<u>Cost</u>
1 Parker Roller Ball Pen	\$3.37
1 Timex alarm clock	9.99
1 Picture frame	4.17

TOTAL      \$17.53

The apparent thefts were confirmed by the Store when the merchandise was found missing from the display containers.

STAT



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Deputy Chief, Benefits & Services  
5E 56 Headquarters

EXTENSION

NO.

29 Sep 82

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Security  
Chief, Physical Sec Div

2.

3.

4.

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14.

15.

27 September 1982

MEMORANDUM FOR: Office of General Counsel  
Office of Inspector General  
Director of Security

STAT FROM:

[Redacted]

Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

The Manager of the Employee Activity Association Store has reported the apparent theft of several items from the Store. The items are:

	<u>Cost</u>
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1 Picture frame	4.17

TOTAL \$17.53

The apparent thefts were confirmed by the Store when the merchandise was found missing from the display containers.

[Redacted]

STAT

I certify that the above items were stolen from the EAA Store.

[Redacted]

STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

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5E 56 Headquarters

EXTENSION

NO.

DATE

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TO: (Officer designation, room number, and building)

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Office of Inspector General  
6E 08 Headquarters

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15.

27 September 1982

MEMORANDUM FOR: Office of General Counsel  
Office of Inspector General  
Director of Security

STAT  
FROM:

[REDACTED] Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

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SUBJECT: (Optional)

FROM:

Deputy Chief, Benefits and Services  
5E 56 Headquarters

EXTENSION

NO.

28 Sep 82

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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7D 00 Headquarters

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27 September 1982

MEMORANDUM FOR: Office of General Counsel  
Office of Inspector General  
Director of Security

STAT  
FROM:

[REDACTED]  
Deputy Chief, Benefits and Services Division/OP

SUBJECT: Disappearance of EAA Store Merchandise

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STAT  
[REDACTED]

ROUTING AND TRANSMITTAL SLIP		Date
		27 Sep 82
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	C/BSD	
2.	DD/Pers/SP	
3.	EA/Pers	
4.	DD/Pers	
5.	DC/BSD	
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
DC/BSD	Phone No.

5041-102

★ GPO : 1981 O - 341-529 (120)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206